



MERIT/BUGSS Bioengineering and Math (BMI) Internship

Math Instructor Job Description

Who We Are

MERIT Health Leadership Academy is a non-profit organization dedicated to transforming Baltimore City high school students into health care leaders by preparing them for success in college and beyond. MERIT scholars cultivate a deep understanding of their individual roles in solving health disparities through three years of intensive programming including weekly Saturday sessions, summer internships, and longitudinal mentoring. Scholars graduate with a burning passion for achieving health equity, a clear vision of how to reach their goals, a toolkit of knowledge and skills necessary for earning undergraduate and graduate degrees, and a close-knit community of peers and mentors who will continue to work collaboratively toward their collective goal of becoming community change agents. For more information, please visit our website at www.meritbaltimore.org

Who We're Looking For

The Bioengineering and Math Internship (BMI) Math Instructor work with MERIT staff to implement a five-week learning experience for rising sophomores, who will apply to become MERIT Scholars in the fall. Each day students in the program will spend half their time learning math in the JHU Armstrong Medical Education Building and the other half of the day working in the BUGSS laboratory. The Math Instructor will look at student baseline data and design a curriculum to build skills aligned to the diagnostic scores. MERIT will purchase curricular materials that the Math Instructor requests, including a blended learning program. Lessons will be 2.5 hours each day, and the instructor will lead two groups of approximately 15 students, separated by a one-hour lunch/travel break. The instructor will be supported by three teaching assistants who will be responsible for coordinating transportation, managing lunch, taking attendance, grading, data entry, etc. Additionally, the teaching assistants will provide tutoring and instructional support at the discretion of the math instructor.

Specific Qualifications

- Bachelor's degree (required).
- Experience working with adolescents and/or high school students (required).
- Proficient in basic Microsoft Office Applications: Excel, Word, PowerPoint (required).
- Experience leading groups of students as a teacher or instructor (highly preferred)

Location: JHU Armstrong Medical Education Building (1600 McElderry St.)

Dates: June 29 – July 31 (With July 4th off)

Times: 8:30 am – 3:00 pm, Monday – Friday (minus July 4th)

Stipend: \$5,000

Reporting: The BMI Math Instructor will report to MERIT's Program Manager.

How to Apply

- 1) Gather together your resume and cover letter. Please save the attachments as *FirstName.LastName.Resume* and *LastName.LastName.CoverLetter*.
- 2) In your cover letter, please highlight: 1) Your background in math instruction, 2) Your experience working with students (Please specify student age, location, and context), 3) Your experience working with tight deadlines and ability to organize information for a large group of people.
- 3) Apply by filling out the online application: <http://bit.ly/MERIT-Program-Staff-Application>
 - Indicate the position you are applying for as “BMI – Math Instructor” from the application dropdown menu.

Hiring Steps:

1. **Invitation to visit program:** If you are selected to proceed to the next step, you may be invited to visit our Saturday program during the spring semester. If you are not selected to proceed to the next step, you will receive an email notification.
2. **Hiring Notification:** You will be notified of a final decision via email.

Contact: If you have any questions, please contact our Program Director, Stephanie Landicho Withey at 213-458-6525 (stephanie.withey@meritbaltimore.org).